

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Water Meter Supervisor	<b>Job Family:</b> III
<b>General Classification:</b> Professional	<b>Job Grade:</b> 19

**Definition:** To plan, organize, direct and supervise water meter operations within the Water/Wastewater Division; and to perform a variety of technical tasks relative to assigned area of responsibility.

**Supervision Received and Exercised:** Receives direction from the Senior Utilities Supervisor; exercises direct supervision over assigned maintenance, clerical and technical personnel.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for water meter reading, maintenance, replacement and installation; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in the reading, testing, maintenance, replacement and installation of municipally owned water meters.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff and equipment; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
6. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
7. Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement.
8. Perform the most complex water meter system maintenance duties; provide technical assistance to crews.
9. Coordinate with contractors in providing contract services.

10. Perform related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of water meter and cross-connection flow devices installation, testing and repair; equipment, tools and materials used in water meter maintenance and installation; principles of supervision, training and performance evaluation; principles of municipal budget administration; principles and practices of safety management and training related to area of responsibility; and pertinent local, State and Federal laws, ordinances and rules.

Ability to: Organize, implement and direct water meter reading, installation, maintenance and repair operations; interpret and explain pertinent division and department policies and procedures; assist in the development and monitoring of an assigned program budget; develop and recommend systems and procedures related to assigned operations; organize, implement and direct cross-connection control program which includes surveys of existing and new plumbing systems for cross-connections; establish and maintain effective working relationships with those contacted in the course of work; communicate clearly and concisely, both orally and in writing; and supervise, train and evaluate assigned staff.

**Experience and Training Guidelines:** Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of increasingly responsible experience in water meter maintenance and installation, including two years of lead responsibility. Training equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course.

**Required Licenses or Certificates:** Possession of a valid California Class C driver's license. Possession of an AWWA General Backflow certificate. Possession of an AWWA Grade I Cross Connection Control Specialist certificate. Possession of an AWWA Grade I Water Distribution certificate issued by American Water Works Association.

**Working Conditions:** Preemployment and periodic respiratory examinations may be required for this classification.

Established October 1991

Revised

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